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User Guide Version 1.0 for the PC
About this Guide

This guide is intended to provide an overview of the Anesthesia Touch™ application. It provides a tour of the user interface and describes all the major functions.

This guide covers the implementation of the Anesthesia Touch software for a PC Workstation. A separate manual is available for the iPad version.

Because Anesthesia Touch has been customized by Plexus Technology Group for your facility’s use, your system may look and operate slightly differently than described. This book presents examples of the user interface to explain the functionality of the system and show representative software options. The way your system operates – the way it looks, accepts data, and interfaces with operating room (OR) monitors, and even the way you enter information into the system -- depends on your setup.

For information about customizing Anesthesia Touch, consult your implementation team.

Introducing Anesthesia Touch™

Anesthesia Touch is an automated medical record-keeping system that streamlines the capture of real-time anesthesia data throughout the intraop process, enabling anesthesia providers to deliver safe, effective care to patients. Anesthesia Touch comprises the following components:

- An intraoperative anesthesia record-keeping system
- An administration Web interface

Anesthesia Touch is unrivaled in its ease of use, because of its underlying design, innovative user interfaces, and flexibility. It is integrated into your facility’s registration and scheduling system, enabling the application to identify and retrieve important patient information, such as demographics, allergies, medications, and medical conditions.

The user interface in Anesthesia Touch has been designed to make data entry as simple and intuitive as possible. Pop-ups are usually only one level deep – there is no need to navigate up and down through several layers to find information.

How Anesthesia Touch™ Assists in the OR

Because the software is integrated with patient registration, scheduling, and monitoring devices and machines in the OR, Anesthesia Touch automatically includes and records various clinical data. This allows the user to focus more fully on the patient’s needs, rather than on the medical record documentation.
Launching Anesthesia Touch

Double-click the Anesthesia Touch icon on your desktop, or select it from your Start menu. Enter your user name and password and click Sign In.

Note: Do not give out your password, as it represents your digital signature.

Fingerprint Reader

Fingerprint reading authentication is set up for a one-touch operation. Before you can use this form of authentication, you must enroll your fingerprints with your system administrator for the system to recognize you. When using this biometric form of authentication, you must place your finger consistently for the device to identify your fingerprint correctly. The finger you use must be the same as the fingerprint registered in the software for that device.

Note: You may register all your fingerprints for biometric identification. For more information, contact your system administrator.

Initial Settings

The first time the software is installed, the Settings window will open. In this window, you enter your server settings and other setup information. After clicking OK on this window, the Options window, opens, where you specify additional information about the OR and workstation. This window is also accessible from the Others button on the Intraop window. See Edit Workstation Settings for details on this window.

Once you have entered this information, these windows will not appear automatically when starting the application. However, you can also access the Settings by clicking Advanced Options on the Sign In window.
**Note:** The settings in this window will be determined by your IT Administrator.

![Settings window](image)

**Confirming Your OR**

After initial configuration, every time you login to the application, the Confirm dialog opens. Select the OR where the workstation is installed.

**Note:** It is critical that the correct room is chosen because this determines the real time streamed data is received from the correct anesthesia machine and/or physiologic monitors.

![Confirm window](image)
The Appointments (Patient List) Window

Once you click OK in the Confirm dialog, the **Appointments** window opens. From this window, you can search for and view a list of patients. Once you select a patient, you can then access all functionality within Anesthesia Touch.

Retrieving Anesthesia records

By default, the **Today's Cases** tab displays patients scheduled for surgeries on the current day. The second tab allows you to search for and view **Discharged** patients.

You can further limit the patient list by selecting one of the following filtering options:

- All cases
- My cases
- By Room
- By Surgeon

Filter and sort patient list

Filter and sort patient list by choosing one of the following options:

- All cases
- My cases
- By Room
- By Surgeon

Click to jump to last names beginning with that letter.

Click icon to display additional patient info.

Click to highlight a patient, then select the patient’s intraop record by clicking Intraop.
• Anesthesiologist

Choosing “By Room”, “By Surgeon”, or “Anesthesiologist” opens a selection list for that item.

You can sort the patient list by Last Name, or by the Time of the surgery.

The right hand column of the list displays a set of letters based on the patient last names. If there are any patients whose last name begins with a specific letter, it will display in the list. Click the letter to jump to that point in the list.

Once you find the correct patient, click the record to highlight it. You can now retrieve the records for that patient.

Information in the patient list

Each patient record displays the following:

• DOB
• Age
• Sex
• Medical Record Number
• Operating Room #
• Date and Time of surgery
• Surgeon
• Boxes indicate the status of the documentation for Consent, Pre-op, Intra-op, and Post-op. If you begin work on a document but do not complete it by signing it, the box will be gray. Once a document is completed, the box will be green. Note: The Preop, Postop, and Consent forms are not part of the PC Workstation implementation of Anesthesia Touch, but are included in the iPad implementation. If the forms have been worked on or completed in the iPad, the correct status will be reflected here. In the example below, the Consent form has been completed, and the Preop and Intraop record have been worked on.

<table>
<thead>
<tr>
<th>MRN:9123462</th>
<th>Consent</th>
<th>Preop</th>
<th>Intraop</th>
<th>Postop</th>
</tr>
</thead>
<tbody>
<tr>
<td>IVF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• An information icon: Click it to view an additional summary of information.
Accessing Patient Records and Other Functions

Click a patient in the list to highlight the record, then click the Intraop button to open the intraop record for that patient. From the Intraop window, you have access to additional functions.

Creating a New Patient Record

Typically, you will access patient and surgery appointment information that is already entered in your medical records system. But in case of an unscheduled surgery or an emergency, you might have to create a record for the patient.

1. Click New Patient in the Patient List to open the New Patient window.

Note: If you are in a situation, such as an emergency, where there is not time or it is not possible to obtain the patient’s information, click Emergency PT to create a patient record with default information.
2. For an unscheduled surgery, enter the patient information, including medical record number, first, middle and last name, date of birth, sex, account number, and SSN.

3. Select the Demographics tab and enter the information, including address, city, state, zip code, phone number, weight, and height.

4. Click OK. The new patient is added to the patient list and the Intraop window opens. If you need to add or change any information after saving, you can access the Edit Patient Info window, which looks identical this dialog, by clicking by clicking the medical record bracelet icon in the upper right hand corner of the Intraop window.

**Documents**

The Documents button provides access to the Nerve Block and Echo windows. These allow you to document Nerve Block and Echocardiography notes for a patient. These windows are also accessed from the Others button in the Intraop window, and are described [here](#).

**Recording Intraop Information**

The Intraop window is divided into sections:

- The toolbar buttons at the top open different windows where you can view and record information.
- The gray workflow macro buttons along the left allow you to enter times, comments, and other details as you progress through the surgery. The purple button at the top selects different workflow templates, which determine which gray workflow macros are displayed.
- The medication and I/O grid scrolls information coming in from the anesthesia machine and physiologic monitors. You can also enter information manually. The grid can be customized to display the items you need to monitor.
- The tabbed section at the bottom allows you to switch between a Graph and Grid view of physiologic data. The Smart tab provides a set of Smart buttons for commonly used medications relevant to the selected workflow template. These buttons open additional windows.
- Finally, green section in the lower right hand corner displays near-real time vital signs. This allows you to see the most recent data from the anesthesia machine and patient monitors, whereas the grid and graph areas show summarized data for current and past time intervals.

These sections are described in greater detail, following the screenshot on the next page.
Top Banner

Patient and case information is displayed on the top banner, including: the patient’s name, date of birth, age, sex, and allergies, the medical record number, account number, surgeon’s name, and the procedure scheduled to be performed.
Toolbar

The toolbar provides access to additional windows, where you can view and enter additional information. The toolbar is configurable, and yours may contain different buttons than the ones shown in the screenshot below.

- **Preview** – This allows you to view and print the Intraop document. For details, see [Previewing the Intraop Record](#).
- **Add Med** – This opens the Add Medications window, where you can enter information about administering a medication. Once you return to the Intraop window, that medication is added to the Medications I/O grid at the specified time frame.
- **Add I/O** – This opens the Fluid I/Os (Inputs and Outputs) window, where you can enter information about fluid intake or loss. Once you return to the Intraop window, that fluid is added to the Medications I/O grid at the specified time frame.
- **Labs** – This opens the Laboratory Values window, which displays lab results, automatically uploaded via interface with your system, or entered on the preop form.
- **Patients** – This returns you to the Appointments window.
- **Documents** – This option lists all the signed documents like Nerve Block, Echo, Patient Consent, etc.
- **Paging** – This allows you to send a page to doctors or other personnel.
- **Case Staff** – This opens the Personnel window, which allows you to document staff changes during a procedure, such as when one anesthesia provider relieves the existing one.
- **Print/End** – This validates and prints the intraop record, then exits the record returning you to the patient list. All required documentation alerts must be completed before using this function. If items are missing, the [Documentation Compliant Checklist](#) opens, which indicates the tasks that must be completed before the intraop document can be signed.
- **Others** – As mentioned above, the toolbar is configurable, so functions for which there is not enough room for a button will be found here, including shortcuts to the Preop Evaluation and Consent. Several administrative functions are accessed from here. This is also where you will find the window to sign the Intraop record. For details, see [Additional Functions Accessible from the Intraop Window](#).

Meds and Fluids

The Medication and Fluid I/Os windows function in a similar manner.

A clock shows the time and date at which the medications or fluids are administered, but you can change this if needed.

When you select a medication or fluid from the list, the drop-downs to the right populate with appropriate choices. In many cases only a single value will show. For medications there are two drop-downs – one for Route and one for Units, while for Fluids there is only a single drop-down. If appropriate, an Infusion checkbox appears. Selecting it automatically selects the appropriate value in the drop-down.
For medications, buttons allow you to filter the list to show **Generic**, **Brand**, or **Both**.

A rotary dial allows you to select the amount being administered. Or, if you click the amount field, you can enter a specific amount using the keyboard.

A **Comment** field (not shown, but configurable) allows you to add notes.

Once you click **OK**, you return to the **Intraop** window and the medication or fluid you added is added to the Medication and I/O Grid. The system automatically checks for any interactions with other drugs that have been administered. If an interaction is found, a warning dialog displays the information.

If a comment was added, the grid cell will show a red tag in the corner. The comment is included on the printed record, or can be viewed on the Modify details window after clicking on that grid cell.

**Labs**

The Labs window displays the results of labs have been entered into the system. This window is display only and can’t be edited.
Case Staff

Use the Personnel window to document the anesthesia staff involved in the case. This window can be configured to accommodate various approaches to anesthesia staffing as well as variations in billing-related attestation statements. In a care team environment, this window includes both anesthesiologists and nurse anesthetists. It can also include residents, student anesthetists, and anesthesia assistants. Each staff is shown on a separate row, indicating the time interval of involvement in the case. Doctors are shown on the left side of the window, while additional staff such as nurses, etc. are shown on the right. Staff may work in parallel (with overlapping times) or the new clinician can take over responsibility and sign out the previous clinician. Checkboxes allow you to attest to what actions were performed in the case, such as “present for induction”.
Signing Staff In and Out of a Case

1. Login as User1. Open a new case. Click Case Staff (in some implementations, this button is labeled Signatures) to open the Personnel window. If User1 is not already signed into the case, Use the ‘add row’ button to sign User1 into the case. Close the Personnel window.

2. If adding staff, click the button under the Change User label This button will be labeled with the first and last name of the currently logged in user. The login window opens. Sign in User2.

3. The Signing onto record dialog opens, showing all users currently signed onto the case (not including the new user).

4. The new user who is signing into the case has the option of signing out the existing user(s) by clicking on the checkbox shown next to the user name. If you are taking over the case, then you should sign out the existing users on the case and click OK. If you are just adding yourself to the case, uncheck the appropriate checkboxes and click OK.

5. The Started and Ended time on the Personnel window will be shown per the action of the user who is signing into the case. You can change the time manually by clicking in Started and Ended columns, which opens Date/Time picker or ‘Anes Start’ button.

6. If for any reason you need to remove someone who should not have been added, click the user name for that person and then click Remove.
7. Verify the information on the Personnel window is correct, then close the window after the signing process is completed.

**Note:** Roles determine whether someone can be signed out. An attending signing can sign out the existing anesthesiologists/anesthetists (crna, srna)/nurses (registered nurse) from a case. An Anesthetist/nurse can only sign out other anesthetists/nurses from the case.

### Paging

This icon opens the **Communicator** window, which allows you to send a page to doctors or other personnel. Click a name on the right hand side of the window, then click **Add**. A set of buttons adds a predetermined message to the **Message** box, or just click in that box and type your own message. Then click **Send**.
Macro Documentation Buttons

The light gray buttons, called macros, on the left side of the window constitute a list of events, tasks, or actions that occur during anesthetic care. The top, dark gray button allows you to choose a template which determines which macros will be included in the list. These templates can be customized to the typical workflows for your institution. Examples of templates include:

- General
- C-Section
- MAC
- Eye
- Pediatrics (Peds)
- OB
- Dental
- C/S GA
- GI
- Cardiac
- Ambulatory

**Note:** In addition to determining the list of macros, the template also determines which gasses, medications, and fluids are displayed in the Medication and I/O Grid and which Smart buttons are available.

Each macro links to its own documentation window. Each window covers all the relevant documentation for a specific task, action, activity or workflow event. In general the windows document the work to be done in providing anesthesia care, or in capturing the data required for billing.

Most of the documentation windows have similar functions. They contain a clock function to record the time and date the function was started. A *Comments* box allows you to add notes. And in many case, there are additional fields such as check boxes or buttons.

Once you complete a task, the macro turns green. The time the task was completed show up in light text on the button. If a macro is not completed (required documentation is missing) when you save that window, the macro will be red.
Validation Button

At the bottom of the macro documentation buttons is the Validation button. Click this button to open the Require Information Checklist window. This lists all information that must be completed before the Intraop Form can be signed. Once no items remain to be completed, the button will turn green.

---

**Required Information Checklist**

Please review the following(s):

- Proc/Dx Indicates procedure requires antibiotics but antibiotics is missing
- Proc/Dx Anesthesia Type is required
- OR Stop Missing
- RR Time Missing
- MD needed for Availability
- OR Location Missing
- Diagnoses Missing
- ASA Classification Missing
- QA Missing
- Procedures Missing
- Diagnoses Missing

---

**Common Elements Found on the Documentation Windows**

Within the documentation windows, several common UI elements may be included:

- **Checkboxes** represent independent statements or concepts. When checked, that statement will be included on the anesthesia record. Click on the white square to toggle between checked and unchecked.

- **Radio button bars** allow selection of a single statement or concept among a few possible choices. Click the desired selection, and the chosen option will highlight and will be included on the anesthesia record. Only a single option may be selected/highlighted. If allowed, clicking an already-highlighted selection will de-select it leaving no choice selected.
• **List Boxes** are similar to option buttons in that they allow selection of a single concept from a predefined set of choices. Pickers can allow for a larger list of choices, and may or may not allow a null or blank selection. The highlighted value is the one that will be saved.

![List Boxes Example](image)

• **Date-Time selectors** allow you to select the day, hour, minute, and AM/PM. The configuration of events typically includes logic to help prevent illogical event times. For example, the Surgery Start time cannot occur before the Anesthesia Start time. Valid selections will appear in black, whereas invalid selections will appear grey. If you try to select a value outside of the acceptable range, the Date-Time selector will automatically spin itself to the nearest valid date-time.

![Date-Time Selector Example](image)

• **Dials** offer a quick way to document a numeric value. Simply trace your finger clockwise around the dial to increase the value, or counter-clockwise to decrease the value.

![Dial Example](image)

• **Select-Remove tab panels** allow you to add or remove tabs within a panel containing multiple UI elements. Click **Select** to display a pop-up menu of choices, then click within the menu to add that tab to the panel. Click the tab header to choose which tab’s details appear in the panel. Click **Remove** to delete the currently-displayed tab.

![Select-Remove Tab Panel Example](image)
- **Arrow controls** offer a quick way to document a numeric value. Simply click the arrow to increase or decrease the value. Note that you can always type in the value directly by clicking within the white value field.

```
Size: < 20 > gauge IV
```

- **Text boxes** allow for written notes. Simply click in the box to enable the on-window keyboard.

### Examples of Macro Documentation Windows

Following are a couple of examples of macro documentation windows:

The **Anes Start** window is typical of event documentation windows, with a date-time selector and comments field:

![Anes Start Window](image)

The **IV** action documentation window contains no clock date-time selector, but instead a Select-Remove control, allowing you to document one or more actions, in this instance the placement of one or more invasive lines.

Select the type of line to add to the tabs. You can then document relevant details for line.
Medication and I/O Grid

The medication and I/O grid scrolls information coming in from the anesthesia machine. You can also enter information manually.

<table>
<thead>
<tr>
<th>Time Interval:</th>
<th>5 m</th>
<th>Auto Scroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flows</td>
<td>2.3</td>
<td>3.2</td>
</tr>
<tr>
<td>N2O %</td>
<td>78</td>
<td>101</td>
</tr>
<tr>
<td>O2 %</td>
<td>123</td>
<td>100</td>
</tr>
<tr>
<td>Dos</td>
<td>1.39</td>
<td>0.99</td>
</tr>
<tr>
<td>Sevo</td>
<td>1.05</td>
<td>1.19</td>
</tr>
<tr>
<td>Agent%</td>
<td>1.6</td>
<td>1.3</td>
</tr>
<tr>
<td>Fentanyl</td>
<td>37.5</td>
<td>&lt;50 &gt;</td>
</tr>
<tr>
<td>Lactated RL..</td>
<td>100</td>
<td>-&gt; 150</td>
</tr>
</tbody>
</table>

- Adjust the time frame for each column in the grid with these buttons.
- An amount in brackets indicates multiple deliveries, with the total amount shown in the bracket.
- Click any cell in the grid to enter new information for any medication or fluid.
- For an infusion, arrows are automatically filled in to show that the fluid was running during that time interval.
- The red triangle in the corner means there are comments for this medication or fluid.
- Use the Mark and Events buttons to set markers where you can record comments for a specific point in time.
This main grid is organized by category, such as gas flow, anesthesia gases, medications, and fluids. The pre-populated items can be customized.

As mentioned in previous sections, the rows in the grid are populated with specific items based on the template you have chosen. In addition, if you access a window to add an item such as a medication, it will be automatically added to the grid.

Some cells allow only a single value (monitor data) whereas other cells allow multiple values (drug deliveries). Multiple entries will be summed and displayed within square brackets. For example, two drug deliveries of 50 and 100 will display as [150] if they occur in the same time-interval cell.

**Time Frame Drop-down**

The time frame drop-down in the upper left of the window changes the time period covered for each grid, so you can “zoom in” or “zoom out” as needed. The values shown for each item display the average during the time period. So, for example, if N2O % varied within a five minute period between a 96 and 100, the value shown in the five minute cell would be 98.

**Auto Scroll**

The grid will automatically scroll as time goes by, unless you turn Auto Scroll off.

**Cells in the Grid**

If you click an empty cell in the grid, a window will open allowing you to enter information about that medication or fluid. If you click a cell in row with a medication or fluid already listed, the Medication or Fluid I/Os dialog for that particular medication will open, as show in the following example. The time will default to the time associated with the cell that you clicked, but can be changed. Enter the amount of medication or fluids by using the dial or typing in the exact amount. If you add a Comment, the grid cell will show a red tag in the corner.
If you click on a cell in a row that is blank (no medication or fluid listed in the first column), a different Medication window will open, where you can search for and select a medication. This is similar to the window opened by clicking the Meds icon at the top of the window. (See Meds and Fluids.)

Move the mouse in the grid area to display a set of blue lines; these allow you to select more precisely. When the blue lines indicate the desired row and column, click to open the dialog for that cell.

![Grid Area with Blue Lines](image)

If you click on a cell that has physiologic monitor data in it, the numeric keypad opens and you can modify the number.

If you click on a cell that has fluid or medication data in it, a Multiple Medications dialog opens.

![Multiple Medications Dialog](image)

Click on the time or the amount to open the Medication or Fluid I/Os dialog and change the dosage or date-time values. Click Add New to open the same dialog where you can add a new value which will display as a separate dosage. Click the red “X” to delete that dosage. If you add a new dosage in the same time frame, the total amount from the multiple entries will be displayed in the grid in brackets.

Mark and Events

The Mark and Events buttons allow you to mark a specific point in time and enter comments. When you click Mark, a marker is placed at the current point in time (at the red line). You can also click anywhere in the blank area to the right of the Events button, and a marker will be placed at that location.

Click Events to open the Comments window. Then click within the blue box to type a comment for that marker. You can also create a marker and enter comments from within this window. Click in the text box to type your comments. Then click ->. A marker is created for the current time. If needed, you can place the marker at a different time point by adjusting the time pickers.
Physiologic Graph and Grid Tabs

The physiologic graph and grid records live data from various instruments in the OR. Typically, blood pressures and heart rate are displayed as a graph, and the remaining data is displayed numerically on the grid.

Graph Tab

The graph tab displays information coming from the physiologic monitors, over the course of time.

Grid Tab

The Grid tab displays physiologic information coming from the various instruments in the OR over a time frame. You can scroll through the time frame, the same as with the Medication I/O grid. The grid can display many more parameters than the real time display to the right of the graph.
Manually Adding or Editing Physiologic Data

If a specific device does not output data (for example, EKG rhythm and body temperature), you can manually enter this information by entering the data displayed in the physiologic grid. Click on the appropriate cell. If the value is numeric only, the standard numeric keypad is displayed. If the value is alphanumeric, the keyboard is displayed.

You can also edit the values in cells that are automatically populated, if needed.

Customizable “Smart” Buttons

The “smart” buttons at the bottom of the window provide quick and easy access to commonly used medications. This is customized for your institution. A button can represent a group of medications or an individual one.

If you click a button for an individual medication, the Medication dialog opens. This is the similar to the dialog opened by clicking an empty cell in a labeled row in the Medication I/O grid, but these windows can be customized to display buttons that select standard dosages, as shown below.
If you click one of the medication group buttons (for example, **Preop Meds**), the **Medications** window opens, displaying medications that fall into that group. You can select a standard dosage by clicking the appropriate button or click the amount field to enter using the keyboard or the dial.

**Note:** The dial is not active until click the value field for a specific medication.
In the example shown on the previous page, two of the buttons (LR 100 and Propofol 10) show an amount. These function in a different manner, automatically adding a specific amount to the Medication and I/O grid. This function can be customized for your institution.

**Messaging Alerts Button**

A yellow **Messaging Alerts** button may appear to the right of the **Smart** tab. The Alerts are dynamic notifications to the clinician of case relevant messages. Some examples: new labs, concurrency violations, and difficult airway.

**Near-Real Time Monitor**

The monitor displays near-real time vital signs. This allows you to see the most recent data from the anesthesia machine and patient monitors.

If you click the area which indicates the OR that is being monitored, a **Switch Room** dialog opens, allowing you to change the OR that you are monitoring.
Previewing and Printing the Intraop Record

At any time you can preview the Intraop Record, by clicking the Preview icon. This contains all of the information entered within the Intraop window, including all the timed entries within the grid.

Click the Print icon to print the document. You cannot print the document until all required information has been entered. If you attempt to print before the required information has been entered, the Important Information Missing window will appear indicating which items need to be completed. This is similar to the window that opens when you click the Validate button.

Additional Features Accessible from the Intraop Window

If you click the Others icon at the top of the Intraop window, a menu provides access to the following features:

- **Change Password** – Opens a window where you can change your password.
- **Edit Workstation Settings** – This opens the Options window, where you can change the configuration settings for the workstation. This would normally be done by a systems administrator when Anesthesia Touch is first installed on the workstation.
- **Procedure Notes** – This provides access to the Nerve Block and Echo windows, where you can document Nerve Block/Echocardiography notes on a patient
- **Physiologics** – Allows you to add a physiologic parameter to the Grid tab at the bottom of the Intraop window
- **Cancel Case** – This option cancels the case. It does not remove it from the schedule. This is used to document that a case was canceled.
- **Delete Case** – This is used to remove the anesthesia record from the surgical case.
- **Restart Device Link** – If the link with the physiologic monitor is interrupted, this will re-engage the link.
- **Concurrency Graph** – This shows staff coverage across multiple rooms and times and is helpful in billing regulations.
- **Import Physiologic** – Allows you to populate the intraop record with data from the server for a specified location and time interval. For example, if circumstances require moving the patient to a different room, you can import the physiologic data from the previous room.

The following functions are not found under the Others icon. Instead they have dedicated buttons in the upper right corner of the window:

- **Edit Patient Info/Migrate Patient** – Both of these functions are accessed by clicking the medical record bracelet icon. 

  **Edit Patient** allows you to modify basic patient and demographic information. **Migrate Patient** allows you to migrate your anesthesia documentation if it was accidently documented for the incorrect patient, or for an emergency patient.

- **Signature** – This is used for a supervisor to sign on to a case for coverage while the application is logged on under his or her supervisee/provider.
Edit Workstation Settings

Selecting **Edit Workstation Settings** or clicking the OR number in the upper right corner of the Intraop window opens the Options window, where you can change the configuration settings for the workstation. This is normally be done by a systems administrator when Anesthesia Touch is first installed on the workstation, but the settings can be edited here if needed.
Nerve Block

This window allows you to document time, location of block and its type, Patient Position, Catheter info and other medications administered during a nerve block performed on a patient.
Echo

The Echocardiography document includes TEE, Motility, Chambers/Aorta and Valves with all possible options to document in its entirety.

![Echo Interface]

<table>
<thead>
<tr>
<th>TEE</th>
<th>Motility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inserted</td>
<td>Indication:</td>
</tr>
<tr>
<td>Inserted and interpreted</td>
<td>Diagnostic</td>
</tr>
<tr>
<td>Inserted with cardiology interpretation</td>
<td>Valveular Disease</td>
</tr>
<tr>
<td>Doppler echo</td>
<td>Ventricular Function</td>
</tr>
<tr>
<td>Pulse wave with spectral display</td>
<td>Volume Assessment</td>
</tr>
<tr>
<td>Doppler echo color flow velocity mapping</td>
<td>Aortic Evaluation</td>
</tr>
</tbody>
</table>

**Chambers/Aorta**

<table>
<thead>
<tr>
<th>LA Size:</th>
<th>Dec</th>
<th>NL</th>
<th>Inc</th>
<th>Mild</th>
<th>Mod</th>
<th>Sev</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LV Func:</td>
<td>Inc</td>
<td>NL</td>
<td>Dec</td>
<td>Mild</td>
<td>Mod</td>
<td>Sev</td>
<td>Other:</td>
</tr>
<tr>
<td>RV Func:</td>
<td>Inc</td>
<td>NL</td>
<td>Dec</td>
<td>Mild</td>
<td>Mod</td>
<td>Sev</td>
<td>Other:</td>
</tr>
<tr>
<td>ASD</td>
<td>None</td>
<td>PFO</td>
<td>Primum</td>
<td>Secundum</td>
<td>Aneurysm</td>
<td>Sinus Ven</td>
<td>Other:</td>
</tr>
<tr>
<td>VSD PR:</td>
<td>None</td>
<td>Base</td>
<td>Mid</td>
<td>Apical</td>
<td>LV Aneurysm</td>
<td>None</td>
<td>Base</td>
</tr>
<tr>
<td>ASC AO Plaque:</td>
<td>None</td>
<td>Mild</td>
<td>Mod</td>
<td>Sev</td>
<td>Thrombus</td>
<td>None</td>
<td>Mild</td>
</tr>
<tr>
<td>DES AO Plaque:</td>
<td>None</td>
<td>Mild</td>
<td>Mod</td>
<td>Sev</td>
<td>Thrombus</td>
<td>None</td>
<td>Mild</td>
</tr>
</tbody>
</table>

**Valves**

<table>
<thead>
<tr>
<th>AV AS:</th>
<th>None</th>
<th>Mild</th>
<th>Mod</th>
<th>Sev</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV MS:</td>
<td>None</td>
<td>Mild</td>
<td>Mod</td>
<td>Sev</td>
<td>Other:</td>
</tr>
<tr>
<td>TV TR:</td>
<td>None</td>
<td>Trace</td>
<td>Mild</td>
<td>Mod</td>
<td>Sev</td>
</tr>
</tbody>
</table>

**INTRA-OP ECHO FINDINGS**

1=Normal 
2=Hypokinetic 
3=Severe Hypokinetic 
4=Mimetic 
5=Dyskinetic 

**POST CPB**
Physiologics

This window allows you to add one or more physiologic parameters to the Grid tab on the Intraop window. Select the check box for one or more items from the list, then click Add. You return to the Intraop window and your items will be found at the bottom of the rows in the Grid tab.
Admin – Cancel Case

This window cancels the case. It does not remove it from the schedule. This is used to document that a case was canceled. You can specify whether the person was Cancelled by the anesthesiologist or surgeon, and the Reason for cancellation. You can also provide Comments for further explanation. Click Save to complete the cancellation.

Admin – Delete Case

When you select this option, a dialog asks if you want to permanently delete the case. If you answer yes, you are returned to the Appointments window. This is used to remove the anesthesia record from the surgical case.

Concurrency Graph

This shows staff coverage across multiple rooms and times and is helpful in billing regulations.
Import Physiologic

This window allows you to populate the intraop record with data from the server for a specified location and time interval. For example, if circumstances require moving the patient to a different room, you can import the physiologic data from the previous room. Select the OR that you want to import from and then select the time frame for the data. Once you click OK, the data is imported.

Admin – Edit Patient Info

In this window, you can edit basic patient information shown on the anesthesia record.
Migrate Patient

This function opens the Switch Patient window, which looks similar to the Appointments window, but without sorting, filtering and buttons at the top. Instead there is a Switch button in the top right hand corner. Use this function to migrate your anesthesia documentation if it was accidentally documented for the incorrect patient, or for an emergency patient.

![Select Anesthesia Record](image-url)
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